

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
						1	6	
<b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 11/19/2020		2. CONTRACT NO. (If any) 68HERC20D0016		6. SHIP TO:				
3. ORDER NO. 68HERC21F0042		4. REQUISITION/REFERENCE NO. PR-OW-20-00605		a. NAME OF CONSIGNEE  CAD				
5. ISSUING OFFICE (Address correspondence to) CAD  US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136				
				c. CITY Cincinnati		d. STATE OH	e. ZIP CODE 45268-0001	
7. TO: Andrew Parker				f. SHIP VIA				
a. NAME OF CONTRACTOR TETRA TECH, INC.				8. TYPE OF ORDER  <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:    Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
b. COMPANY NAME								
c. STREET ADDRESS 10306 EATON PL STE 340				<input checked="" type="checkbox"/> b. DELIVERY  Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220302201					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OW				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB						12. F.O.B. POINT		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 198549560 TOCOR: Antony Tseng Invoice Approver: Antony Tseng Alt Invoice App: Jason Gidlea  Continued ...							
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$308,222.24	17(h) TOTAL (Cont. pages) ▲
	21. MAIL INVOICE TO:							
	a. NAME		RTP Finance Center					
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts					
c. CITY		d. STATE		e. ZIP CODE		\$150,740.59	17(i) GRAND TOTAL ▲	
Durham		NC		27711				
22. UNITED STATES OF AMERICA BY (Signature)				11/19/2020		23. NAME (Typed) Charles K. Fischer TITLE: CONTRACTING/ORDERING OFFICER		

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/19/2020	CONTRACT NO. 68HERC20D0016	ORDER NO. 68HERC21F0042
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 11/20/2020 to 11/19/2023  Base Period See Performance Work Statement (PWS) and Quality Assurance Surveillance Plan Contract Type: Contract Type: Time-and-Materials Period of Performance: 11/20/2020 to 11/19/2021  Delivery: 11/19/2021 Accounting Info: 20-21-B-30PH-000BD4-2505-2030WPS004-00 1 BFY: 20 EFY: 21 Fund: B Budget Org: 30PH Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 2030WPS004-001 Funding Flag: Complete Funded: \$50,000.00 Accounting Info: 20-21-B-30PH-000B53-2505-2030WPS004-00 2 BFY: 20 EFY: 21 Fund: B Budget Org: 30PH Program (PRC): 000B53 Budget (BOC): 2505 DCN - Line ID: 2030WPS004-002 Funding Flag: Complete Funded: \$50,000.00					
0002	Option Period 1 See Performance Work Statement (PWS) and Quality Assurance Surveillance Plan Contract Type: Contract Type: Time-and-Materials Period of Performance: 11/20/2021 to 11/19/2022 (option Line Item) 10/20/2021  Delivery: 11/19/2022 Continued ...	152,972.73				

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$152,972.73

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/19/2020	CONTRACT NO. 68HERC20D0016	ORDER NO. 68HERC21F0042
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003 See Performance Work Statement (PWS) and Quality Assurance Surveillance Plan Period of Performance: Period of Performance: 11/20/2022 to 11/19/2023 Contract Type: Time-and-Materials (Option Line Item) 10/20/2022  Delivery: 11/19/2023		155,249.51				

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$155,249.51

## **SECTION B - Supplies or Services/Prices**

### **B-1 Local Clauses EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION**

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items 0001 through 0003 are severable and may be incrementally funded. For these items, the sum of \$458,962.83 of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 10 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:



RECAPITULATION:

TASK ORDER RECAPITULATION OF FUNDING Technical Support for Modeling Education	
CONTRACT NO. 68HERC20D0016	
TASK ORDER NO. 68HERC21F0042	
<b>Base Period</b> <b>Period of Performance - 11/20/2020 to 11/19/2020</b>	
<b><u>Funding Action</u></b>	<b><u>Funding</u></b>
<b>Initial Award</b>	<b>\$100,000.00</b>
<b>Total Funded</b>	<b>\$100,000.00</b>
<b>Total Base Year Value</b>	<b>\$150,740.59</b>
<b>Balance Unfunded</b>	<b>\$50,740.59</b>

<i>Option Period 1 (Not exercised)</i> <i>Period of Performance - 11/20/2021 to 11/19/2022</i>	
<b><u>Funding Action</u></b>	<b><u>Funding</u></b>
<b>Total Funded</b>	
<b>Total Base Year Value</b>	<b>\$152,972.73</b>
<b>Balance Unfunded</b>	

<i>Option Period 2 (Not exercised)</i> <i>Period of Performance - 11/20/2022 to 11/19/2023</i>	
<b><u>Funding Action</u></b>	<b><u>Funding</u></b>
<b>Total Funded</b>	
<b>Total Base Year Value</b>	<b>\$155,249.51</b>
<b>Balance Unfunded</b>	

## **SECTION F - Deliveries or Performance**

### **F-1 Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be from **11/20/2020** through **11/19/2023** inclusive of all required reports.

## **SECTION G - Contract Administration Data**

### **G-1 Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Antony Tseng, 212-637-3777, [tseng.antony@epa.gov](mailto:tseng.antony@epa.gov) (TOCOR)  
Jason Gildea, 406-457-5028, [Gildea.Jason@epa.gov](mailto:Gildea.Jason@epa.gov) (Alternate TOCOR)

Contracting Officials responsible for administering this contract are as follows:

Charles Fischer, 513-569-7064, [fischer.charles@epa.gov](mailto:fischer.charles@epa.gov) (Contracting Officer)

**Performance Work Statement (PWS)**  
**Contractor: Tetra Tech**  
**Contract: 68HERC20D0016**  
**Task Order: 68HERC21F0042**

**TITLE:**           **Technical Support for Modeling Education**

**Task Order Contracting Officer Representative (TOCOR)**

Antony Tseng  
tseng.antony@epa.gov  
212-637-3777

**Alternate TOCOR (ALT TOCOR)**

Jason Gildea  
Gildea.Jason@epa.gov  
406-457-5028

**PERIOD OF PERFORMANCE:**

Base Period: 11/20/2020 to 11/19/2021  
Option Period 1: 11/20/2021 to 11/19/2022  
Option Period 2: 11/20/2022 to 11/19/2023

**LEVEL OF EFFORT:**

It is anticipated that the number of hours required for each period is as follows:

<b>Base Year:</b>	900 hours
<b>Option Year 1:</b>	900 hours
<b>Option Year 2:</b>	900 hours

**BACKGROUND:**

The U.S. Environmental Protection Agency's (EPA's) Water Modeling Workgroup (WMW) is tasked with providing support for core surface water quality modeling tools used in Clean Water Act programs. This Task Order is focused on education of various surface water quality modeling tools used in Clean Water Act programs. The contractor shall provide support to EPA for planning, organizing, conducting and/or attending meetings (e.g., live, interactive, web-based, or satellite-based) developed for a variety of purposes and audiences, including training sessions, interactive workshops, technical assistance workshops, public forums, facilitated negotiations, conferences, and other types of meetings to support the mission of this contract.

This task order will support EPA in education of surface water quality modeling tools used in Clean Water Act programs. The work requested may include:

- technical and production support for the development of EPA technical guidance, documents, and reports, as well as support for other activities related to general program analysis;
- support to EPA for planning, organizing, conducting and/or attending meetings (e.g., live, interactive, web-based, or satellite-based) developed for a variety of purposes and audiences, including training sessions, interactive workshops, technical assistance workshops, public

forums, facilitated negotiations, conferences, and other types of meetings to support the mission of this contract;

- support to EPA for developing public education, outreach, and technology transfer documents and information materials related to the mission of SHPD programs; and
- support to EPA for the development of briefing and other presentation materials for a variety of audiences on work conducted for EPA under the contract.

This Task Order does not include compiling environmental data and therefore does not require a Quality Assurance Project Plan (QAPP). If the contractor (or their subcontractor) need access to confidential business information (CBI), the contractor must seek authorization through the TOCOR. IT development, hosting, or maintenance is also not included in this Task Order.

#### **TASKS:**

After task order (TO) award and initiation of Task 1, the Task Order Contracting Officer Representative ( TOCOR) shall furnish technical direction (TD) on a case-by-case basis. The Contractor shall anticipate working with the TOCOR and EPA/state technical staff; however, TOCOR, the EPA Alternate TOCOR (if the TOCOR is on leave or travel), the EPA Contract Level Contracting Officer Representative (CL-COR) and the EPA Contracting Officer (CO) are the only individuals authorized to issue technical direction. Other government personnel may engage in technical communications with the contractor, but are not authorized to give technical direction.

#### **Task 1: Kickoff Meeting, Reporting and Communication**

The Contractor shall participate in a Kickoff Meeting with the TOCOR via conference call at the beginning of each option period and new project in which the TOCOR intends to issue a TD. The Kickoff Meeting with the TOCOR shall cover the following topics: points of contact, roles and responsibilities, quality assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls and monthly technical progress reports and general TO administrative information.

The TOCOR shall coordinate and set-up calls between EPA staff and the Contractor's technical lead to discuss the status and progress of the work under this TO as appropriate, up to 10 per period and up to 1-hour of the calls. Unless told otherwise by the TOCOR, the Contractor shall provide meeting summaries after the calls within five (5) business days in draft form for the TOCOR to review. The TOCOR shall provide any edits and/or comments on each meeting summary or approve the meeting summary without change; then the final written meeting summary shall be provided within five (5) business days after receipt of comments from the TOCOR.

The Contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues and project delays. The Contractor shall provide a monthly progress report in accordance with contract requirements, which will be used for invoice review purposes. The Contractor shall provide additional monthly reports that includes the funding status for each project under this task order and Contractor's technical lead for each project. All reporting shall be provided in accordance with the contract sections G & H: **Reporting and Deliverables (General Performance)**. The contractor shall also include in the monthly progress report to the TOCOR: compliance to Annual Security Awareness Training; and compliance to Records Management Training.

#### **Task 1 Deliverables:**

- Conference calls and meeting summaries,
- Immediate notification to TOCOR of any delays via email

- Monthly progress reports
- Timely communication.

See Contract Level Quality Assurance Surveillance Plan (Attachment 2) for specific performance standards and indicators related to this task. All written materials must be compliant with Section 508 of the Americans with Disabilities Act.

The Contractor shall provide support through one or more of the below activities (written technical direction will be used to clarify work):

## **Task 2: Webinar Series**

### **2.1 – Agenda Planning**

EPA TOCOR will establish a steering committee. The contractor will participate in up to three workgroup meetings and up to five meetings with the steering committee to plan the agenda. The meetings will be used to identify key areas of focus for the training. Meetings with the steering committee will be used primarily to make decisions about invited speakers, presentation materials, and webinar logistics.

EPA TOCOR will provide the contractor with a list of training needs within 10 days of award. Within 7 days of the first call with the steering committee the contractor will send a draft schedule for the webinar series (including topics for each session) and a proposed format for each session to the EPA TOCOR. The EPA TOCOR will provide comments on the draft schedule and format within 10 days. A revised draft schedule and format will be delivered to the EPA TOCOR within 10 days of receiving comments from the EPA TOCOR. As the steering committee continues to meet, the contractor will revise the draft schedule and format as needed. Final schedule and format shall be delivered to the EPA TOCOR no later than 2 weeks prior to the start of the training series.

### **2.2 – Communication Materials and Evaluation**

The Contractor shall develop communication materials for advertising each webinar session. Communication materials include a one-page flyer with basic information about the session, speakers and logistics on how to participate.

The draft communication material shall be provided electronically in MSWord and PDF format to the TOCOR for review and approval. The TOCOR will provide the Contractor with any edits within 10 working days of receipt of the draft. The contractor shall finalize the document within 10 working days of receipt of TOCOR comments. Contractor should plan schedule for development of these such that it can be released at least one month prior to scheduled session(s).

The Contractor shall develop an evaluation form to be sent to participants after each webinar session. The evaluation form can be distributed using an electronic method (e.g., Survey Monkey). The evaluation should be simple (no more than 6 questions) that help us evaluate quality of the webinar (content and how it was run) and allow participants to provide feedback in key areas we can improve for the next webinar (e.g., timeliness, responsiveness to questions).

The draft evaluation shall be provided electronically to the TOCOR for review and approval. The TOCOR will provide the Contractor with any edits within 10 working days of receipt of the draft. The contractor shall finalize the evaluation within 10 working days of receipt of TOCOR comments.

### **2.3 – Expert Presenters**

After consultation with the TOCOR, the Contractor shall secure six to eight water quality modeling experts to present technical information and project case studies that illuminate challenges in developing and applying models for Total Maximum Daily Loads (TMDLs). Water quality modeling experts may include representatives of States, Indian Tribes, environmental organizations, academia, industry, EPA HQ and Regional Offices, other Federal agencies and others. If an external speaker (e.g., university professor) requires a contract for services to provide training materials and to participate in the session, the contractor will need to negotiate a contract with the presenter. There shall be no more than four contracted external speakers for this webinar series (i.e., up to four contracted speakers and up to four non-contracted speakers such as EPA or state employees).

The Contractor shall provide the names, organizational affiliation, phone and fax numbers and the presentation topics to the TOCOR for review and approval prior to finalizing participation commitments. Once identified, the Contractor shall contact each speaker to ascertain presentation needs. The TOCOR will provide the contact information to the contractor to ascertain the presentation needs.

It is expected that there will be one to two expert speakers per webinar, and some expert speakers may be asked to do more than one webinar. The Contractor will work with the TOCOR to finalize the selection of speakers and topics.

### **2.4 –Registration**

The Contractor shall accept and record registration information from webinar attendees prior to the conference. The contractor shall offer options for technology to be used for the webinar and to conduct registration. At a minimum, the Contractor shall record names, organizational affiliations, and e-mail address of those who register for the webinar. Once registration opens, the Contractor shall provide on a biweekly basis the list of names to the EPA TOCOR. Registration shall remain open until webinar start or when spaces fill (if capacity limited).

### **2.5 – Webinar Tool Selection**

The Contractor shall provide a list of options for tools that could be used to conduct the webinar. EPA licensed tools (e.g., GoToWebinar, Adobe Connect) shall be included in the analysis. Factors to consider in the analysis include cost, capacity, functionality (particularly for Q & A), and ease of access/use. The list of options shall be made available electronically to EPA TOCOR within ten days of the kick-off meeting.

### **2.6 – Webinar Dry Run**

The Contractor shall assist in setting up and conducting a dry run prior to each the webinar sessions. The primary purpose of the dry run is to make sure the equipment works for each speaker and that they know how to manage their role within the webinar platform. This is particularly important and many of the presenters will be at alternate locations.

Schedule webinar session with speakers one week prior to the webinar date. During the dry run, provide clear instructions to the speakers on what they will need to do to get their presentation or demo up and running. We anticipate that each dry run will be less than one hour long.

### **2.7 – Webinars**

Under this task order the contractor shall provide assistance for series of up to 12 no more than six (6) webinar-based training sessions, each session approximately two (2) hours in duration. The webinar platform must be able to accommodate a large number of attendees, up to 1,000 attendees. The Contractor shall provide logistical and technical support for webinars, the streaming audio for the webinars and archiving as detailed below. The contractor shall assist with the delivery of each webcast as detailed by the TOCOR. Technical assistance includes but is not limited to: troubleshooting issues that speakers or participants may be experiencing as they connect to the webinar; and conducting a sound check prior to start time to make sure that speakers can be clearly heard.

The contractor shall provide the following logistical support for webinars including the following:

- Coordinating webinar presentation with presenters including letting them know the deadlines for submitting webinar presentations and other related materials
- The contractor shall employ or contract with the presenter(s) in the event that their participation requires a fee for instruction offered. We anticipate that presenters will be able to conduct the training remotely and will not require travel expenses.
- Preparing a 1-page flyer to publicize each webinar.
- Preparing a list of “additional resources” for each webinar related to each webinar topic.
- Preparing an evaluation form (may be electronic) to use at the end of each webinar.
- Assisting with formatting and editing of webinar presentations (e.g., adding introductory slides, compressing slides, and fixing other formatting problems).
- Providing a final PowerPoint file and PDF copy of the webinar presentation.
- Answering all questions related to technical support for webinar participants and presenters.
- Preparing a draft “script” for moderators to use during the webinar to introduce and close the webinars and for the Q/A sessions and polling questions and serving as moderator, as needed.
- Assisting with follow-up activities after the webinar such as summarizing number of webinar attendees and reviewing the closed captioning/archives for the webinars.

## **2.8 – Facilitation and Script**

The Contractor shall help facilitate each session of the webinar series. The facilitator shall be primarily responsible for making sure that the webinar runs on time, that the Q & A portion of the webinar is well organized, and that the public remains engaged. The facilitator must have experience in this role using the webinar format.

The Contractor shall develop a script for each webinar session. The script would include, but is not limited to, information about how to interact within the webinar platform (e.g., how to ask a question), information about the webinar series (e.g., next session topic and date), as well as bios for the featured speakers. The script should allow latitude. The draft script shall be provided electronically in MSWord format to the TOCOR for review and approval. The TOCOR will provide the Contractor with any edits within seven (7) working days of receipt of the draft. The contractor shall finalize the document within seven (7) working days of receipt of TOCOR comments.

## **2.9 – Attendance**

The Contractor shall clarify with the TOCOR if a webinar event is expected to exceed 500 people in attendance. The Contractor shall otherwise assume that each webinar event will be attended by no more than 500 people.

Based on actual attendance, the Contractor shall develop an alphabetical final attendance list and send it to the EPA TOCOR electronically within two days following each webinar.

## **2.9 – Feedback**

The contractor shall send out Thank You email to all participants that includes an evaluation (can be an electronic form). The Contractor shall compile the comments received through the evaluation and deliver them to the EPA TOCOR electronically within two weeks of each webinar.

## **2.10 – Webinar Archive**

The Contractor shall archive the webinars to the TOCOR and save them in a format that is Section 508 compliant, including closed captioning done during each webinar that EPA can use for posting on EPA's YouTube Website. The contractor will notify the TOCOR when the archived file is complete.

## **Task 3: Workshops**

### **3.1 Scoping meeting**

The Contractor shall schedule a scoping meeting with the EPA TOCOR within 15 business days following award of this Task Order to discuss the overall objective of the PWS and specific task elements. The Contractor shall provide meeting minutes from the scoping conference call.

### **3.2 Technical Meeting Support**

The contractor shall support EPA in planning and holding two workshops/trainings on surface water quality modeling. The contractor shall follow the provision, EPAAR 1552.223-71 EPA Green Meetings and Conferences (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or for some other purpose. In accordance with EPAAR 1552.223-71 (a), "Environmentally preferable" (defined at FAR 2.101) shall be used when soliciting quotes or offers for meeting/conference services on behalf of the agency.

The contractor shall arrange travel only in accordance with the authority and limitations in the Section H clause titled "Approval of Contractor Travel" (i.e., use of contract funds to reimburse travel is strictly limited to logistical support for speakers, scientists, and experts who contribute directly to the contractor's achievement of requirements specified in the Task Order as contractor or subcontractor employees).

The purpose of the workshops will be to (1) discuss relevant surface water quality modeling projects of national significance or in specific states (2) provide introductory training on surface water quality modeling (3) provide advanced training on specific water quality models such as HSPF, SWAT, QUAL2K, WASP, EFDC, CE-QUAL-W2 (along with other similar models).

These meetings may be in the form of a workshop/conference where state and EPA partners share water quality modeling projects and expertise, or in the form of a formal training. The goals of these meetings will be to support coordination on water quality modeling between EPA and its key partners in other federal agencies, states, Tribes, regions, and the public.

The tentative meetings will be as follows:



1. **Workshop #1 – Introduction to Surface Water Quality Modeling** – EPA and states will learn about water quality modeling basics and will receive introductory training in a limited number of surface water quality models. This workshop will be held virtually in fall/winter 2020 and will consist of a series of short webinar-based training sessions.
2. **Workshop #2 – Surface Water Quality Modeling**– EPA and states will learn about water quality modeling and will receive hands on training in a limited number of surface water quality models. This meeting will be held in person the week of September 20<sup>th</sup>, 2021 at the EPA Region 5 office in Chicago, IL. Note that the meeting date and/or venue is subject to change based on current regulations regarding COVID19.

Both workshops will be organized and facilitated by staff from EPA and the Association of Clean Water Administrators (ACWA).

EPA will issue technical direction to the contractor to support the two meetings. The contractor may be asked to:

- Provide webinar support for either meeting (e.g., provide the webinar software, moderate the webinar, troubleshoot webinar issues, etc.)
- Prepare informational materials and advertising for the meetings
- Create training materials
- Research and assemble training materials
- Prepare technical modeling content
- Present technical modeling content
- Help to facilitate in-person modeling training
- Prepare meeting notes, surveys, and follow up materials

It is anticipated that the contractor will need to attend the Chicago workshop in person and send up to 10 staff to support the workshop.

#### **Task 4: Literature Searches**

The contractor shall perform literature searches on topics related to water quality criteria, water quality impairment, water modeling (both surface water and groundwater), or TMDL development. The TOCOR will provide the topic through technical direction. Sources of this research can include, but not limited to, federal, state, local, academic, and professional documents.

#### **Task 5: Modeling as a career**

The contractor shall perform searches of industry examples on programs for personnel to become proficient in modeling.

#### **SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:**

Deliverables and deliverable schedule shall be clarified in the final Technical Direction (TD), developed by the TOCOR. The Contractor shall accept or provide comments of each TD in writing within five working days from receipt of each TD. The Contractor shall schedule the conference call to discuss deliverables and project details within five (5) working days of receipt of the draft TD as appropriate. The Contractor shall document the outcomes of this meeting and provide a copy to the TOCOR. The Contractor shall provide the draft written deliverable(s) for review by TOCOR and these deliverables shall be prepared in accordance with the timeframe specified in the Technical Direction to be developed by the TOCOR. The Contractor shall provide the final written deliverable(s) shall be furnished in accordance with the timeframe specified in the Technical Direction.

<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
	<b>Base Period</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of Task Order Award and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
<b>2, 3, 4, 5</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 1</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
<b>2, 3, 4, 5</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 2</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of beginning of Option Period 2 and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.

<b>2, 3, 4, 5</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 3</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of beginning of Option Period 3 and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
<b>2, 3, 4, 5</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.

The Contractor shall participate in meetings and conference calls arranged by the TOCOR.

The Contractor shall, when requested by the TOCOR, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS or by technical direction. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/ technical review will be either addressed or discussed with the TOCOR prior to the Contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the Contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of

written final deliverables contain TOCOR edits for such things as grammar, punctuation and format. The TOCOR can upon request furnish a copy of the EPA correspondence manual for the Contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- All deliverables (draft and final) to EPA shall be furnished in an electronic version and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- All final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies. All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing. Final electronic submissions shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Unless specified otherwise by the TOCOR, final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the Contractor.

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the Contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the Contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the Contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

#### **QUALITY ASSURANCE PROJECT PLANS:**

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the data collection and development of models. Where a project will require a

QAPP, the Contractor shall prepare the QAPP in conformance with EPA's Requirements for Quality Assurance Project Plans (EPA QA/R-5) and obtain EPA approval for the QAPP. No activities requiring a QAPP shall begin without EPA approval of the QAPP.

#### **CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:**

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000. The Contractor shall immediately notify the CO, PO and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the CO.

#### **REPORTING:**

All documentation and reporting under this TO shall be in compliance with contract requirements.

Additional requirements specific to this TO are as follows:

The Contractor's progress reports shall include, but not be limited to, the following items: Contractor technical lead and status of funds allotted and spent for each project under the TO.

During the period of performance of this TO, the Contractor is expected to immediately inform the TOCOR by telephone of: (1) any problems that may impede the successful completion of the requested items of work; and (2) any corrective actions needed to solve the problem. The Contractor shall address and correct any problems identified by EPA within three days of EPA's written direction.

#### **ANTICIPATED TRAVEL:**

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. For planning purposes, no travel is requested.

#### **CONTRACTOR IDENTIFICATION:**

The Contractor staff shall be required to identify themselves as contractors whenever their EPA work brings them in contact with the public (such as when they are providing technical information or conducting training and conferences). Contractor staff must always wear Contractor ID badges when interacting with the public. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

#### **MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS:**

Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of any this task order shall be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. The Contractor shall use its own company name as the entity for data collected by the Contractor when entering its data. The Contractor shall report quality control of the data upload to the EPA.

**QUALITY ASSURANCE SURVEILLANCE PLAN:**

See contract requirements.

**SECTION 508 COMPLIANCE**

All electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. The Contractor shall include documentation which indicates that the contractor has tested the deliverable against applicable Section 508 Standards.

**TECHNICAL DIRECTION**

The Contract level COR, TOCOR, or ALT TOCOR are permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**Attachments:**

1. Contract Level QASP

## ATTACHMENT 2 QUALITY ASSURANCE SURVEILLANCE PLAN

### “Technical Support for Assessing, Managing, and Communicating the Ecological and Human Health Risks of Contaminants in Water, Fish, and Sediments, and of Microbial Pathogens in Surface Waters”

#### Task Order: Technical Support for Modeling Education

**Purpose:** The requirements performed under this contract are considered performance-based, focusing on the Agency’s desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency’s performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor’s performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the “Contractor Performance Evaluation” clause in the contract). The TOCOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Contract Level Contracting Officer’s Representative (CL-COR) in preparing the overall evaluations submitted annually in response to the CPE requirements in the contract. The TOCOR for each individual task order will provide the review of the deliverables at the location specified in the identified task order.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA Contracting Officer (CO), Contracting Officer’s Representative (COR), and Task Order COR (TOCOR) throughout performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA TOCOR. In cases where issues have a direct impact on project schedules and/or cost, the Contractor shall provide options for EPA’s consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and/or cost shall be brought to the attention of the appropriate EPA TOCOR within 3 business days of occurrence.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to identify unreported issues. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor’s attention through the EPA CO.	<b>Unsatisfactory</b> rating under the category of Business Relations in the Contractors Performance Appraisal Review System (CPARS) if two or more incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards.  Fewer than two incidents per contract period where the contractor does not meet the measurable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Business Relations.

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each task orders, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than one business day past the due date.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report &amp; milestones established for each deliverable) to compare actual delivery dates against the approved delivery dates. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.</p>	<p><b>Unsatisfactory</b> rating under the category of Timeliness in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of <b>Timeliness</b> if the contractor meets the measurable performance standards.</p>
<p><b>Cost Management and Control:</b> The Contractor shall monitor, track and accurately report level-of-effort, labor cost, and other direct cost to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate timekeeping.</p>	<p>The Contractor shall manage costs to the level of the approved ceiling on the task orders. The Contractor shall notify the EPA TOCOR/COR when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA COR will routinely meet with the Contractor's Project Manager to discuss the work progress, and the contract and individual task order expenditures. The EPA COR shall review the Contractor's Monthly Progress Reports and request the TOCOR's verification of expenditures and technical progress before authorizing invoice payments.</p>	<p><b>Unsatisfactory</b> rating under the category of Cost Control in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the Contract.</p>
<p><b>Technical Effort:</b> The analyses or products developed by the Contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources; quality assurance measures shall be conducted in accordance with contract and Agency requirements, and any additional requirements outlined in individual task orders</p>	<p>All (100%) analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to</p>	<p>EPA will review all analyses conducted and products prepared by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate their merit.</p>	<p><b>Unsatisfactory</b> rating under the category of Quality of Product or Service in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>



<p>or technical directives. Any work requiring the Contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>requirements specified by the TOCOR in written technical direction, and should meet the objectives stated in the task order. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p>		<p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of <b>Quality of Product or Service</b> if the contractor meets the measurable performance standards.</p>
<p><b>Quality Assurance/Quality Control (QA/QC):</b> The Contractor shall comply with the quality assurance requirements specified in <i>EPA Requirements for Quality Assurance Project Plans</i> (<a href="http://www.epa.gov/quality/qs-docs/r5-final.pdf">http://www.epa.gov/quality/qs-docs/r5-final.pdf</a>) and as required by the EPA TOCOR. The Contractor shall assign appropriately leveled and skilled technical and quality assurance personnel to develop a Quality Assurance Project Plan (QAPP) for all tasks requiring collection or use of environmental data.</p> <p>The QAPP shall be developed in consultation with the EPA TOCOR, and fully approved by the appropriate EPA personnel, before initiation of activities involving environmental data collection or use.</p> <p>Any change in the planned environmental data activities that become necessary during the course of the project shall be fully documented in approved revised versions of the QAPP prior to their implementation.</p>	<p>The Contractor shall notify the EPA TOCOR of any issues that impact project quality within 3 business days of occurrence.</p> <p>The Contractor shall notify the EPA TOCOR and COR within 5 business days of occurrence of any requests to collect or use environmental data without an EPA-approved QAPP.</p> <p>The Contractor shall document all QA/QC activities, including compliance with the quality objectives specified in the QAPP, in Monthly Progress Reports.</p>	<p>100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to assess contractor compliance with the approved QAPP, and to identify unreported issues related to project quality and requests to collect or use environmental data without an EPA-approved QAPP. The EPA TOCOR will report any issues to the EPA QAO and COR, who will bring the issue(s) to the Contractor's attention through the EPA CO for immediate resolution.</p>	<p><b>Unsatisfactory</b> rating under the category of Quality Assurance/Quality Control in the CPARS if more than three incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality Assurance/Quality Control if the contractor meets the measurable performance standards.</p>